



# The Grants Help Guide

A 'how to' guide on Community Grants



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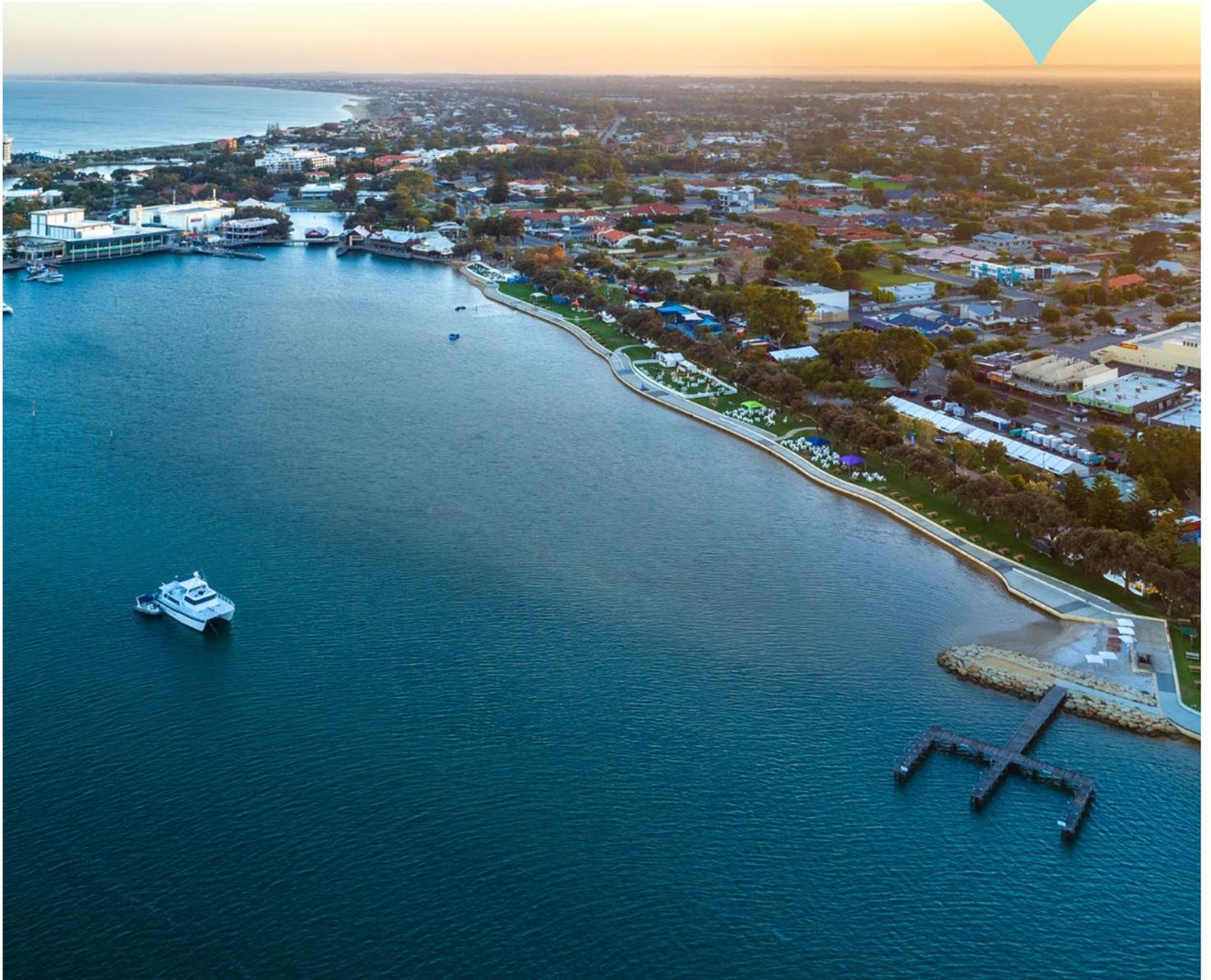
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# City of Mandurah Grants

The City of Mandurah is committed to supporting local people and community groups through various grants schemes.

## The Grants Process from beginning to end

1. The Community Grants Program
2. The Partnership Fund.

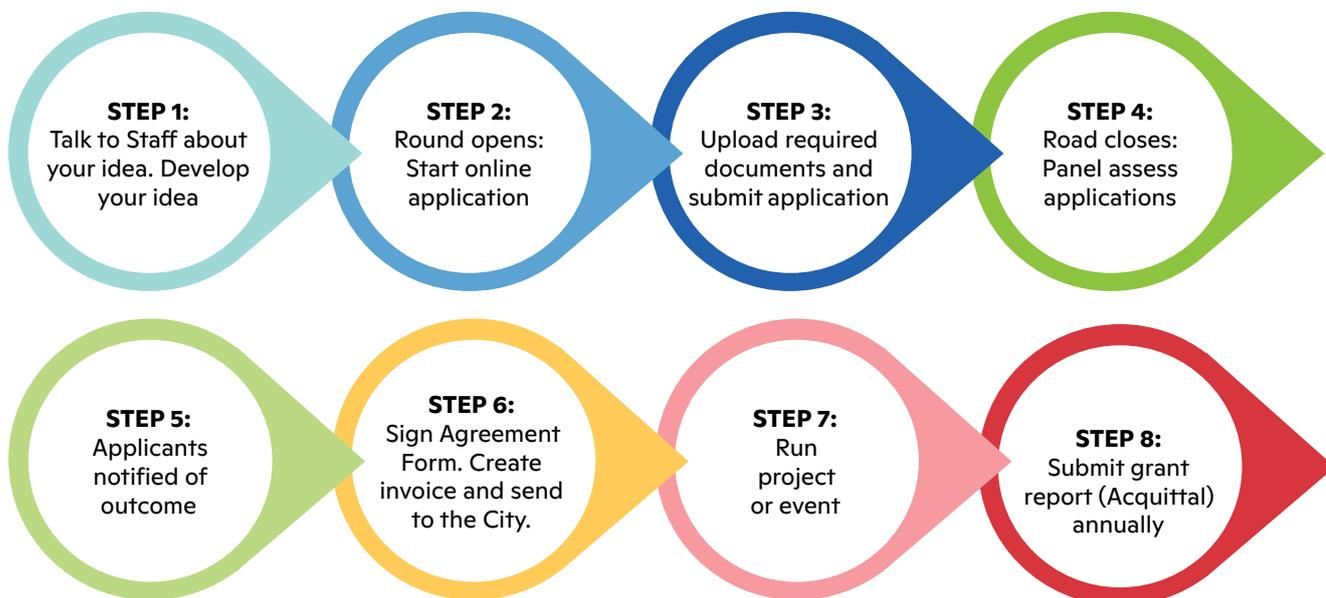


# Community Grants Process

This is the process for Community Grants;

## 1. Partnership Fund

### The Grants Process from beginning to end



## 1. Talk to City of Mandurah staff / develop your project idea

Talk to a City Officer early on to get support in developing your project and how best to meet the guidelines. Read the Grant Guidelines for the grant you are interested in. View the online form prior to commencing

## 2. Round opens: Start online application

Community grants applications are to be submitted online during the time the round is open through [mandurah.smartygrants.com.au](http://mandurah.smartygrants.com.au). For information on our Community Grants please visit our website.

- Register First - create a login and password, (after that just login)
- Some fields are mandatory
- Word limits apply to most sections to encourage conciseness.
- Some sections are locked - just go to next page
- Save as you go
- Go in and out of the form to work on it while the grant round is open.
- Only click 'Submit' when you are ready to send the form.
- Submit application before the round closes.

An officers can request to view your application by sending you an email. If you would like feedback on your application then click to accept the invitation.

*For a step by step 'how to' use the Smartygrants online system go to page 16.*

# Community Grants Process

## The Applicant and Incorporation

To be an applicant your group either needs to be Incorporated or seek another organisation to 'auspice' the project.

The word 'auspice' means to lend support to someone. With grant applications, an auspice organisation is legally responsible and is given the grant money on your behalf. They have the responsibility for ensuring the project gets completed on time and also submits the final reports on your behalf.

If your group wants to become incorporated go to the following website for more information;  
[commerce.wa.gov.au/associationsguide/index.htm](http://commerce.wa.gov.au/associationsguide/index.htm)

## 3. Upload required documents and submit application

The following documents are important;

- ✓ Certificate of Incorporation (if not already supplied previously) A group 'registered' as an incorporated group is a legal 'identity' as distinct from individuals who make up the group. The incorporated body can apply for funding and receive insurance etc.
- ✓ Groups can apply for grant funding to become incorporated
- ✓ Written quotes - required to show evidence of the amount required from the City of Mandurah to support your project
- ✓ Letters of support -Letters written by another organisation to express their support of your project.
- ✓ Public Liability Insurance –This covers you and your organisation for any financial risk of being found liable for death or injury, loss or damage of property or financial loss resulting from negligence from a third party.
  - You will need to submit a copy of your current Public Liability coverage.

To upload these documents they need to be on the computer you are working from e.g. a scanned copy of the document (PDF) or a Word or other electronic document.

Many of the sections in the form have compulsory fields and unless these are completed the system will not allow you to submit.

# Community Grants Process

## 4. Round closes and panel assesses applications

Once the round is closed the Community Development Officer will review all applications and may seek additional information.

The panel consists of 3 City of Mandurah Staff (Senior staff from Community Development).

The panel usually meet two weeks after the grant round has closed to assess applications and make decisions. The panel may set specific conditions for grant funding and may or may not grant all of the funds requested.

## 5. Applicants notified of outcome

Once the round is closed the Community Development Officer will review all applications and may seek additional information.

The panel consists of 3 City of Mandurah Staff (Senior staff from Community Section).

The panel usually meet two weeks after the grant round has closed to assess applications and make decisions. The panel may set specific conditions for grant funding and may or may not grant all of the funds requested.

## 6. Complete Agreement form and create an invoice

In order for the City of Mandurah to release funds you need to supply;

A signed copy of the funding Agreement.

An Invoice created by your organisation for the amount specified

Send to the Community Development Officer via [cdo@mandurah.wa.gov.au](mailto:cdo@mandurah.wa.gov.au).

**An Agreement** is a legal contract between the City and an organisation. It specifies the terms and conditions of the funding. The agreement needs to be signed and returned to the City of Mandurah for the contract to be valid

**Invoicing** - To receive grant funding, your organisation needs to create an invoice and send it to the City of Mandurah.

The type of invoice you create will depend on whether your organisation is registered for GST;

Invoice – Organisations NOT registered for GST create an Invoice as a request for payment.

Tax Invoice – Organisations registered for GST create a Tax Invoice to request payment. The Tax Invoice must state that the fee is GST inclusive. A Tax Invoice needs to add on the GST to the amount specified by the City.

*See the invoicing guide on Page 7*

# A Guide to Invoicing

## Registered for GST?

Create a **TAX Invoice**

State your ABN.

The grant agreement specifies the amount allocated not including GST eg. \$1000.

In a TAX Invoice add GST so that the total amount **includes GST**.

In the description of invoice quote the Application ID and project title.

## Not registered for GST?

Create an **Invoice**

State your ABN

In the description of invoice quote the Application ID and project title.

## Don't have an ABN?

You will need to complete a **"statement by supplier"** from the Australian Taxation Office (ATO) website and send this in with your invoice.

## Statement by Supplier Form

This states that the organisation is not a profit making enterprise.

**Statement by a supplier**

Complete this statement if the following applies to you as an individual or a business:

- you have supplied goods or services to an other enterprise (the entity), and
- you are not registered to supply to another business (company ABN).

Please (must) advise the ATO of the total payment of money to you for a supply that you have as part of your enterprise you supply to a business, unless an amount has been quoted or fixed in the terms of supply (e.g. lease).

**Section A: Supplier details**

1. Your name? \_\_\_\_\_

2. Your address? \_\_\_\_\_

3. Your reason for not providing an ABN? Please [ ] in the appropriate boxes.

## Example Tax Invoice

**Organisation Name / Logo** **Tax Invoice**

ABN: 554123456

Street Address  
City, PostCode  
Phone 111 123 1234

DATE: April 2, 2014  
INVOICE #: 100  
PURCHASE ORDER #: 542185

Bill To: City of Mandurah  
3 Peel St  
Mandurah WA 6210

Comments or Special Instructions:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Grant Funding for Application ID xxx for name of project title		\$ 1,000.00
		GST	100.00
		<b>TOTAL incl GST</b>	<b>\$ 1,100.00</b>

Make all cheques payable to Your Company Name or  
Please Pay to Bank AC Details: 12345  
If you have any questions concerning this invoice, contact Name, Phone Number, E-mail Address

## Example Invoice

**Organisation Name / Logo** **Invoice**

ABN: 554123456

Street Address  
City, PostCode  
Phone 111 123 1234

DATE: April 2, 2014  
INVOICE #: 100  
PURCHASE ORDER #: 542185

Bill To: City of Mandurah  
3 Peel St  
Mandurah WA 6210

Comments or Special Instructions:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Grant Funding for Application ID xxx for name of project title		\$ 1,000.00
		<b>TOTAL</b>	<b>\$ 1,000.00</b>

Make all cheques payable to Your Company Name or  
Please Pay to Bank AC Details: 12345  
If you have any questions concerning this invoice, contact Name, Phone Number, E-mail Address

# Community Grants Process

## 7. Run project or event

### Planning a great event

The City of Mandurah has a number of documents that help create great events. See the Event Planning Guide and the Guide for Creating Accessible events on our events webpage:  
[mandurah.wa.gov.au/explore/whats-on/organise%20an%20event](http://mandurah.wa.gov.au/explore/whats-on/organise%20an%20event)

### Acknowledging the City of Mandurah funding

It is important to acknowledge the City in your marketing. This helps us promote grants to other groups. You can do this by;

1. Use the following words in your marketing (flyers, brochures and advertisements); *"Proudly supported by the City of Mandurah's Community Grant Funding"*
2. Acknowledged the City during speeches. E.g. *"this project is supported by the City of Mandurah's Community Grant Funding..."*

More marketing tips on page 12

### Reporting requirements of a grant

The reporting requirements are specified in the grant agreement. Plan ahead to gather this information so submitting your online report later will be easy.

### Insurance

The City of Mandurah expects that your organisation will have Public Liability and Professional Indemnity Insurance as appropriate for your event / project.

### Changes to your project / event

If there are significant changes to timing of your project or an inability to meet the funding agreement, you need to write to the Executive Manager Community and request a variation to the grant agreement.

## 8. Complete Grant Report (Acquittal) annually

The report on completion of the grant period is called an acquittal. You need to report on the outcomes of your project against your objectives as well as submit a financial report on the income and expenditure of your project. Login to [mandurah.smartygrants.com.au](http://mandurah.smartygrants.com.au) and use the same login and password that was created for the application and submit report.

### Financial reporting

Community Association Fund: supply copies of invoices that relate to expenditure as stated in the agreement.

Partnership Fund: supply an annual financial statement that outlines the income and expenditure related to the Partnership Fund project or a copy of the organisations audit report.

# Tips for Developing Great Projects

## Think Big!

In the beginning allow yourself to be creative in your ideas and think of possibilities.

Create a 'think tank' group.

Deliberately put aside any thoughts of "...that won't work because!"...

Plenty of time for that later!

## Ask yourself questions:

- Who could we partner with to get more benefit for community?
- Who could be on the committee?
- What are the benefits to community of this idea?
- Which groups in our community could benefit? (Target Audience)
- How specifically could they benefit from this?
- How else can the wider community be involved and engaged?



## Team work

Having a committee means you can share the load and have people to bounce of and refine your idea. Also different people offer different skills needed in developing a project; initiative, finances, record keeping, facilitation, handyman, marketing, evaluation, writing and self-reflection skills. Identifying the teams skill sets for specific tasks will mean the project is more enjoyable, inclusive and successful in the long run.

## What are the benefits to community?

Projects often start because of a perceived need. EG; lack of access to social activities for the frail aged, transport challenges for a particular sector, few opportunities for young people to express themselves artistically.

With any brilliant idea it is important to go back and think about 'what are the benefits to this community from this project?' A project that demonstrates strong benefit for the community is more likely to get supported. This also helps you to describe the outcomes you are hoping to achieve.

## Invite feedback

Invite others to think about your project and give you feedback. Consider holding open meetings within your group, with the local school, businesses, community organisations and others in that area.

# Tips for Developing Great Projects

## Allow your project idea to evolve

Inviting feedback could mean your project evolves in a different way.

Funding bodies will have their own objectives. Be open to seeing how your idea could evolve to meet others needs and yet still meet yours.

Once you have consulted and allowed your idea to evolve, the decisions about; what, where, when and how will be easier.

Useful questions to help your idea evolve;

- Who could we get feedback from?
- What ways could this idea evolve?

## Implementing your project

Have a clear plan and timeline for implementation.

Detail what, where, when and how. Some useful questions;

What needs to happen first?

Who is the best person for that role?

When does ... need to happen?

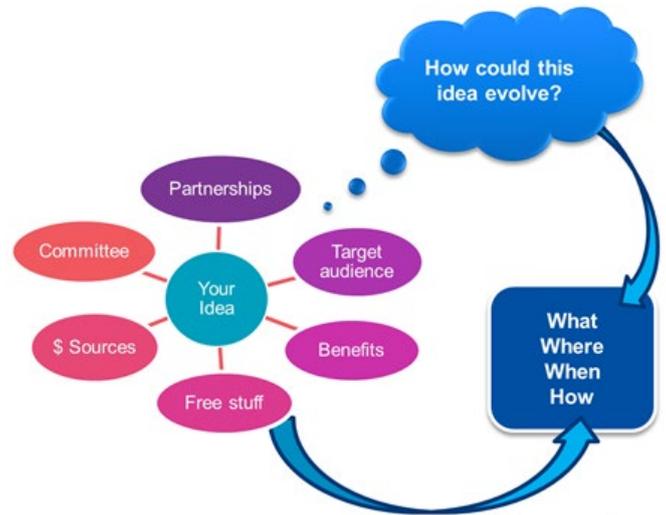
How could we do that more simply?

How could we evaluate this?

What is the back-up plan if that goes pear shaped?

## Funding options

Consider a range of funding sources so your project is not reliant on one source. There are many options; collaboration with organisations to 'borrow' from their skills and resources, fund raising, businesses and individuals donating goods, donation of time by local service providers with specific skills, business support and sponsorship. Check the funder's requirements. Some funders will only accept applications from organisations who have DGR (Deductible Gift Recipient) status with the ATO



# Tips for Developing Great Projects

## Grant Funding Providers

Funding Organisation	More Information
City of Mandurah - various grant options available	<a href="http://mandurah.wa.gov.au">mandurah.wa.gov.au</a>
Department of Sport and Recreation	<a href="http://dsr.wa.gov.au/funding">dsr.wa.gov.au/funding</a>
Alcoa	<a href="http://alcoa.com/australia">alcoa.com/australia</a> or google Alcoa and becoming a partner
Lotterywest	<a href="http://lotterywest.wa.gov.au/grants">lotterywest.wa.gov.au/grants</a>
Australia Post	<a href="http://ourneighbourhood.com.au">ourneighbourhood.com.au</a>
Bendigo Bank	<a href="http://bendigobank.com.au/public/community/community-funding">bendigobank.com.au/public/community/community-funding</a>
RAC	<a href="http://rac.com.au/news-community/sponsorship/community-sponsorships">rac.com.au/news-community/sponsorship/community-sponsorships</a>
Com Bank	<a href="http://commbank.com.au/grants">commbank.com.au/grants</a>
SGIO	<a href="http://communitygrantsprogram.com.au/sgio">communitygrantsprogram.com.au/sgio</a>
Rio Tinto	<a href="http://riotinto.com/ironore/community-investment-9610.aspx">riotinto.com/ironore/community-investment-9610.aspx</a>
Office of Multicultural Interests	<a href="http://omi.wa.gov.au/">omi.wa.gov.au/</a>
The Awesome Foundation	<a href="http://awesomefoundation.org/en">awesomefoundation.org/en</a>
Medibank Community Fund	<a href="http://medibankcf.com.au">medibankcf.com.au</a>
Macquarie Group	<a href="http://macquarie.com.au/mgl/au/about-macquarie-group/foundation">macquarie.com.au/mgl/au/about-macquarie-group/foundation</a>
Shire of Murray	<a href="http://murray.wa.gov.au/Residents/Community-Groups">murray.wa.gov.au/Residents/Community-Groups</a>

## Grant Directories

Australian Government Grants	<a href="http://business.gov.au/grants-and-assistance/grant-finder">business.gov.au/grants-and-assistance/grant-finder</a>
Department of Local Government and Communities	<a href="http://hgrantsdirectory.dlg.wa.gov.au">hgrantsdirectory.dlg.wa.gov.au</a>
Grant Guru	<a href="http://community.grantready.com.au">community.grantready.com.au</a>

# Community Grants Process

## Marketing and promotion

Promoting widely means more people benefit. Keep your promotions short, to the point, positive and eye catching. Consider;

- Fliers / Posters
- Facebook pages and ads
- Website
- Roadside banner
- Email distribution list
- Editorial or advertisement in the local newspaper
- Press releases
- Presentations to local service clubs
- Community radio announcements
- Networking opportunities with community groups

## Evaluation of your Project

Evaluation provides a way of recording your successes reflect on how you could improve for next time as well as meeting grant reporting requirements. Plan how to evaluate before you commence your project. Consider;

- Photos of; committee, milestones, participation, project in action
- Copies of newspaper advertising or fliers / posters produced
- Record of participation / attendance at projects / events
- Record your observations of group / event. "The event was..."
- Qualitative interviews – asking open ended questions of participants and identifying key themes that emerge
- Phone Interviews
- Surveys or opinion polls of participants / providers
- Portfolio of work done
- Group interviews / discussion
- Sentence completion cards. E.g.; "The best thing about this event is..."
- Report on new or stronger partnerships developed through the project
- Graphs showing specific pre and post data
- Written stories highlighting impact / outcomes of the project.

For More information: [betterevaluation.org](http://betterevaluation.org)

## Using photos of participants of your project

Using photos of anyone under 18 years of age requires consent. Consider; "I give consent to me / my child having a photo taken and am aware that your organisation may use these for promotional purposes "

You will also need to get their name, signature and a phone number in case you need to check details. One option is to have a consent form as part of the written RSVP for an event.

# Grant Writing Tips

## 1. Know what the aims are of the grant funding you are applying for

Read the guidelines several times so they are clear in your mind.

Ask questions of your funding body for anything that is not clear to you.

## 2. Be clear, concise and to the point

Dot points are great as it makes it easy to read and keeps your message clear. Using big words, jargon or complex sentences will not convince your reader that your project is worthwhile. It also won't disguise a project that isn't well thought through.

## 3. Present clear, realistic goals

It is great to think big and be creative, however the next step and what the funding body is looking for is that your goals are manageable and realistic given your resources. Ensure your goals intersect with the funders goals.

Sometimes this means stating what seems obvious to you. Even if the funding body know your organisation and project it needs to be stated clearly in writing.

## 4. Show the level of support for your project

Sometimes this is referred to as "In Kind" support. It means any contribution to the project that is not money, including donation of goods or services.

For example someone in your group is a plumber by trade and offers to do the plumbing in your new building for free. Record the time that will be donated with his/her expertise and if relevant estimate the dollar value of this time if you had to pay a plumber.

Detail the kind of support you are receiving for your project; donations of goods, donations of time such as professional expertise and volunteer labour, steering committee involvement and support from other organisations.

Examples:

- Committee of 5 volunteers will meet fortnightly to progress the project for the next 3 months.
- Donation of a Fridge by XYZ company - valued at \$900
- ABC Accountancy volunteering expertise to manage the project budget x 10 hours - estimated value \$1000.
- Committee members will paint the fence x 6 hours
- Department of ... are assisting with providing venue for free and are part of the organising committee

## 5. Demonstrate collaboration with other organisations

Strong collaboration with other organisations and groups show willingness to step outside of your own patch and build community connections. These are often referred to as partnerships by grant funders. They are seen as creating more reach in the community and creating sustainability in the long term.

## 6. Outline the strengths of your organisation to implement this project

If you have experience or skills in the project / event that you are proposing then this is important information for the funder to know.

# Grant Writing Tips

## 7. Ensure your budget is concise, clear and adds up.

The budget you submit says a lot about your project and shows whether you have considered costs accurately. The budget needs to have clarity but not have highly specific detail. For example put in a line item for stationary but not a separate line for pens then paper etc. The budget also needs to demonstrate good value for money.

## 8. Use relevant research to back up your project idea

Not always necessary, but good relevant statistics can provide validity to your idea. Ensure that any reference to research is relevant and concise. The City of Mandurah website has free demographic information about Mandurah residents: [forecast.id.com.au/mandurah](https://forecast.id.com.au/mandurah) and if you want to search for articles relevant to your idea go to [scholar.google.com.au](https://scholar.google.com.au)

## 9. Proof-read the application before submission

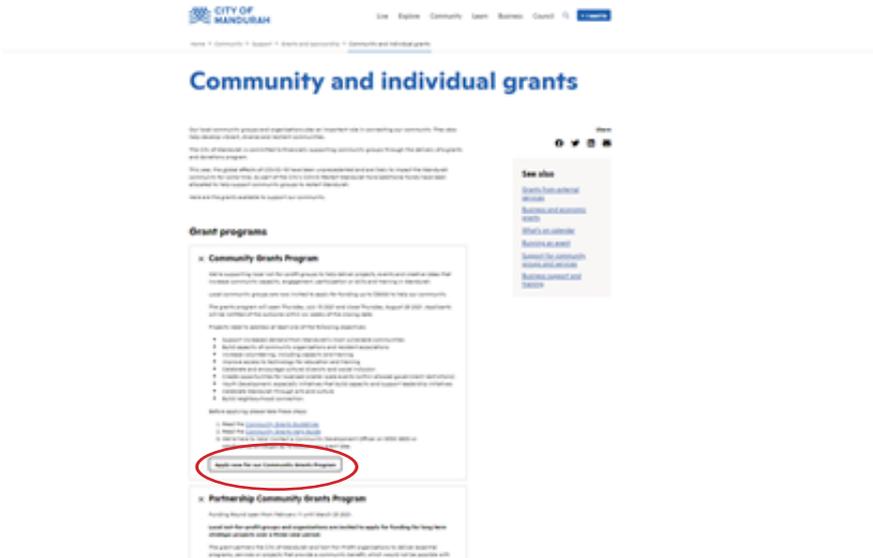
Ask someone who doesn't know your project to read and give you feedback on any gaps or areas for improvement. This person will be able to tell you if there are parts that aren't clear. Also get someone to proof-read for spelling, grammar, font, style and punctuation.

### And don't...

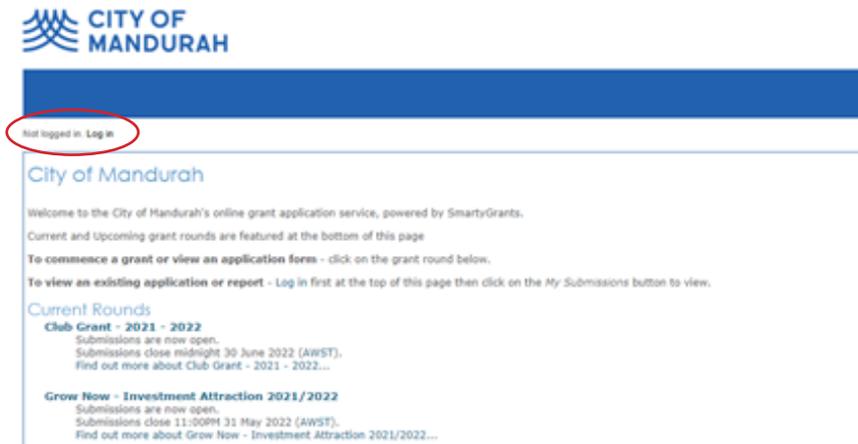
- Assume the funder knows what your organisation does, what the organisations strengths are, details of your project or why this is a good idea
- Write in the first person or use personal pronouns
- Inflate budget figures to get more money
- Write your application at the last minute
- Include attachments without referring to them
- Submit applications without proof-reading

# How to Use the Online Grants System

1. Go to the Grants and Sponsorship section of the City of Mandurah website [mandurah.wa.gov.au](http://mandurah.wa.gov.au). Click on Community and Individual Grants and select either Community Grants Program or Partnership Community Grant Program. To apply for a grant click on 'Apply now' at the bottom of the selected grant.



2. Application forms can only commenced and be submitted when the funding round is open for that particular grant.  
Before applying please contact a Community Development Officer at [cdo@mandurah.wa.gov.au](mailto:cdo@mandurah.wa.gov.au) or call 9550 3850.
3. If the grant round is open either click on the Login tab or the grant round itself. This will take you to the login or register page



# How to Use the Online Grants System

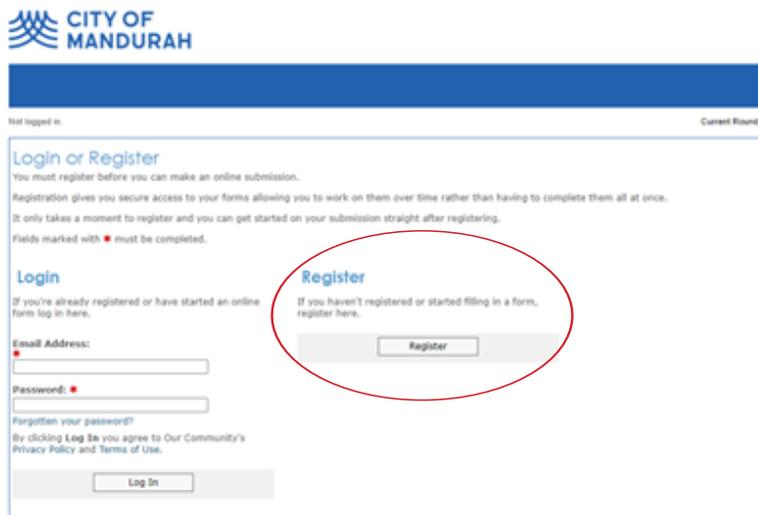
## 4. New to SmartyGrants?

Read the instructions and complete the Register fields first.

Ideally use a work email and a generic password that another key person in your organisation knows about. This same email and password is needed to submit grant reports and for future grant applications.

All future correspondence regarding the grant from City of Mandurah will go to the email supplied at registration.

You only ever Register once!



Any time after this use the Login on the left.

If you can't recall your password just click on the 'forgot your password' icon below and Smartygrants will resend you a password.

Check your junk mail if you can't find an email from them

## 5. Commencing your application.

Ensure you have read the grant guidelines and spoken to a Community Development officer about your idea.

If a grant round is open you can commence the application process.

a) Ready to start? Click on the Start a Submission Button

(Then if not already done so complete the login or registration)

Depending on the time of year one or two grant streams will be available. Choose which funding stream you wish to apply for

Community Association Fund (Bi-annual grants of up to \$5000)

Partnership Fund (Annual grant for 3 year duration for of up to \$5000 per financial year)

b) If you wish to see the form before commencing it click on Review Form.

# How to Use the Online Grants System

- c. Click on Save Progress button regularly, to save data entered as you go.
- d. Click on Previous Page or Next Page to look at different pages, forward and back throughout the form as you wish. This is handy if you want to change what you have written previously or see what sections are coming up ahead.
- e. Sometimes additional information is requested. Click on Attach a File. This allows you to select a document located on your computer to be uploaded. This becomes attached to your application for additional viewing.

You can attach files such as: a flier for the event from a previous year, letters of support, background reading or any other document that is specific to your project and adds weight to your application

- f. Complete the application at your own pace while the grant round is open. Click Save and Close and you can come back to the application days or weeks later to continue where you left off.
- g. To go back into the application you will need to Login then click on My Submissions tab up the top.
- h. If you wish to save a copy of your application to your computer or forward to someone for reviewing, go to the last page of the application form which is the review page. At the top click on and you can save to your computer. Alternatively you can email it to someone from there.
- i. Sometimes a Community Development Officer may request to view your grant application in order to assist you. In this case you will receive a computer generated email and you just click on:

This enables the officer to view your application. They cannot edit your form, but they may make suggestions as to how to improve it.

- j. When you are happy that your application is ready for submitting and have had someone else proof read it, click the Submit button.
  - City of Mandurah staff cannot view your application prior to submission unless you give permission.
  - You will only be able to click on submit once you have completed all the required fields in the form.
  - You must submit your application prior to the grant round closing.
  - Once submitted the application can no longer be edited, unless invited by a City of Mandurah staff member.

If you want further technical support to get started and complete your online application you can download a help guide at; [help.smartygrants.com.au/display/help/Help+Guide+for+Applicants](http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants)

## Your notes